

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
FORT SAM HOUSTON, TEXAS 78234-5014**



# **BULLETIN**

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 46**

**5 Dec 02**

## **Section I. OFFICIAL**

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

### **CASUALTY NOTIFICATION:**

**1 Dec 02–31 Jan 03 BAMC**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R (Joint Ethics Regulation) to review the job duties of

**ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE**

## **AMEDDC&S & FSH BULLETIN 46, Fort Sam Houston, 5 Dec 02**

each newly assigned employee (military or civilian) and report the name of Confidential Financial Disclosure Report, to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

**6. PRE-TRANSITION BRIEFING:** In accordance with AR 635-10, Processing Personnel for separation, soldiers are required to attend an Expiration Term of Service (ETS) Briefing. The schedule for 2002 is as follows:

05 Dec.

Representatives from Veterans Administration, Education Center, Post Finance, Transition Point, Reserves, etc. will discuss VA Benefits, GI Bill, Veterans Educational Assistance Program (VEAP), unemployment insurance, job hunting, resumes, college and vocational technical admissions, military experience converted to college or vocational technical credits, and other related matters. The POC for this information is Mr. Morris, 1-2964/0205. (MCCS-BHR-H/1-2964/0205)

**7. PRE-RETIREMENT ORIENTATION:** In accordance with AR 600-8-7, Retirement Services Program, soldiers are required to attend a Pre-Retirement Orientation no later than six months prior to retirement. Please call 1-0835/0936 for reservations. The schedule for 2002 is as follows:

13 Dec.

Representative from Veterans Administration, Tricare, Post Finance, Legal Assistance, ACAP, Texas Veterans Commission, Troops to Teachers, and Transition Services will discuss VA Benefits, GI Bill, Unemployment Insurance, Military Medical, Texas Benefits, Survivor Benefit Plan, and other related matters. Spouses of retiring personnel are also encouraged to attend. The POC for this information is Mr. Dixon or Ms. Brown 1-2467/0835. (MCCS-BHR-H/1-2467/0835)

**8. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372:** In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 221-2761. (MCCS-BBD/1-2761)

**9. THE INFORMATION TECHNOLOGY BUSINESS CENTER (ITBC) ASSET TAG:** ITBC enlists the support of all computer users on the installation to help us identify each computer and where it is connected. This process will allow the ITBC to provide more complete and accurate customer support at all levels. In the near future ITBC will send out a note requesting all users to look at your CPU and see if there is a "U.S. Govt Asset Tag" on the front of the unit. The application will look to see if an asset file already exists, and if it is there, the application will end and your normal start up process will begin. If it is not already on file, a message will pop up upon start of your computer. There will be a 5 second Splash Screen, then another screen requesting each user to key in the Asset Number that is located on the CPU (i.e., 42347) into the space provided. Then simply

**AMEDDC&S & FSH BULLETIN 46, Fort Sam Houston, 5 Dec 02**

click the "Save Tag" button. If your CPU does not have an Asset Tag, click on the "No Tag" button. This will allow ITBC to see how many computers actually have an Asset Tag but do not have an Asset file on record. If there is no asset tag, ITBC will need to send a technician to tag the unit. If the tag is there, we will save the cost of sending a technician out and also minimize disruption to users. (MCCS-BIM/1-8448) (2/3)

**10. NEW LOCATION AND HOURS FOR LEVEL I ANTITERRORISM AWARENESS TRAINING**

**SCHEDULE:** Scheduled training dates are subject to change due to the availability of instructor, or mission requirements. All training starts at designated times which is located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of building 2841.

Dec 9 (Monday)

0900-1100

The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions, and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as Anti-terrorism Awareness Instructor. Each command/unit/activity that has a Level 11 trained instructor has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, and DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-5022/1637. (MCCS-BHR-SS/1-5022/1637).

**11. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE:** The Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road is available for walk-in consultations with an attorney at 0800, Monday, Thursday, and Friday on a first come basis. Only 10 walk-in consultations are available, and out of the ten, active duty personnel **in uniform** will have priority. Scheduled appointments are available one week in advance based on the availability of attorney's schedule. Notary service and power of attorney services are available from 0800-1600 Monday thru Friday, except during will signing (Tuesday afternoon from 1300-1600 and Wednesday morning from 0900-1000). **THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS.** For further information, please call 221-2353/2282.

**12. OFFICER CANDIDATE SCHOOL SELECTION BOARDS:** PERSCOM has announced the dates for the next years OCS selection boards. All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates as indicated below.

OCS suspense dates for FY 2003 are as follows:

Application Suspense	Local Interview Date
02 Dec 2002	11 Dec 2002
12 Feb 2003	19 Feb 2003
11 Jun 2003	18 Jun 2003
08 Sep 2003	17 Sep 2003

## **AMEDDC&S & FSH BULLETIN 46, Fort Sam Houston, 5 Dec 02**

For complete information and OCS application packet, contact Mr. Gaines, Personnel Management Branch, building 2263, room B099, 1-1839. (MCCS-BHR-MM/1-1839)

**13. CENTRAL ISSUE FACILITY SECTION (CIF):** CIF, Property Management Branch (PMB), Supply and Services Division, Readiness and Logistics Business Center (RLBC), will be conducting a 100% physical inventory from 4th December through 8th December 2002. During this period, no classes are scheduled and CIF will be closed. Emergencies should be brought to the attention of Chief, Property Management Branch, Ms. Alford, 1- 4575. (MCCS-BRL-SS/1-4575)

**14. FORT SAM HOUSTON COMMUNITY HOLIDAY CONCERT:** The Holiday Concert featuring the 323<sup>rd</sup> Army Band and The Texas Children's Choir will be presented 19 Dec 02, 1900. Concert will be held at Roadrunner Community Center, Bldg 2797 Stanley Road, Fort Sam Houston. Enclosed is a flyer for the concert.

### **Section II. UNOFFICIAL**

**15. THE NATIONAL GRADUATE SCHOOL OF QUALITY MANAGEMENT:** Earn a Masters Degree in 12 months. The National Graduate School of Quality Management is now forming a new Masters Program scheduled to start on **29 Jan 03**. Classes will be held on Wednesday evenings from 1800-2200 at Willis Hall. Students will earn a M.S. in Quality Systems Management. Our institution is regionally accredited, nationally recognized and eligible for VA/TA Benefits. Call us today toll free at 1-800-838-2580. Our web address is : [www.ngs.edu](http://www.ngs.edu)

**16. TRICARE 2002 BRIEFINGS AND BOOTHS:** TRICARE is the Military Health Care System that covers **Active Duty and Family Members, and Retirees and Family Members under and over age 65**. Information will be available at the following facilities to discuss the health care options for **TRICARE** beneficiaries **by age groups**.

**2002 Briefing and Booth for December is as follows:**

**Fort Sam Houston-Brooke Army Medical Center Auditorium, 4<sup>th</sup> Floor**

December 5, from 1700 to 1900 ( Briefing for those turning age 65, age 65 and older, a TRICARE For Life Briefing)

**Enrollment in TRICARE Prime** (under age 65) is available with Brooke Army Medical Center\*. Brooks AFB Clinic, Randolph AFB Clinic, Wilford Hall Medical Center,\* and Kelly Clinic, and with Network Civilian Primary Care Providers\*. For additional questions regarding these briefings, please call 1-800-406-2832 or [www.hnfs.net](http://www.hnfs.net) .

\* Please check with the service centers for these facilities as enrollment is limited in some clinics.

**AMEDDC&S & FSH BULLETIN 46, Fort Sam Houston, 5 Dec 02**

**FOR THE COMMANDER:  
HQ AMEDDC&S & FSH  
OFFICIAL COPY  
FT SAM HOUSTON, TX**

**OFFICIAL:  
THOMAS E. BAILEY  
LTC, FA  
Adjutant General**

**DISTRIBUTION:  
DB**